

CIS - OBK School Council MCC Meeting

Date:	Tuesday, May 16, 2017
Time:	6:30 PM – 8:30 PM
Location:	Board Room - MCC Tower (OBK Campus) 225 – 28th Street SE, Calgary Alberta
Participants:	OBK School Council Members, OBK Administration, Society Members

Attendees:

Names	Positions	Email Addresses
Mansour Shouman	MCC Director	mansour.shouman7@gmail.com
Abdul Jalil Elkadri	MCC Chairperson	mcc.chairman1@gmail.com
Akmal Shamim	MCC Accountant	accounts@yycmuslims.ca
M. Ashraf	CIS Finance Manager	mohammad.ashraf@pallisersd.ab.ca
Haseeb Gowralli	CIS Operations Manager	gowrallih@cislive.ca
Nabeel Al-Moughrabi	Maintenance	bell.rabi@hotmail.com
Raiha Idrees	Principal CIS – OBK Campus	raiha.idrees@pallisersd.ab.ca
Ousama Kadri	Vice Principal CIS – OBK Campus	ousama.kadri@pallisersd.ab.ca
Ahlam Sadden	Chairperson CIS - OBK	ahlamsadden@hotmail.ca
Nida Aziz	Vice Chair CIS - OBK	nida_salman@hotmail.com
Nada Merhi	Treasurer CIS - OBK	nadamerhi@hotmail.ca
Fatema Itani	Volunteer Committee	fatema.itani@gmail.com
Nadia Harati	Fundraising Committee Lead	harati.jeha@gmail.com
Nick Irving	Teacher Representative	nicholas.irving@pallisersd.ab.ca
Saba Adil	Volunteer Committee	sabadil27@yahoo.com

Opening Dua @ 6:47 PM

Portables for School Extension:

Background:

School needs an additional room for students moving from Grade 4 to Grade 5 as currently there are only *two* Grade 5 classes and *three* Grade 4 classes.

As our campus is fully capacitated there is a need of ordering portables so that one of the rooms can be made available for the KG class or Grade 5 class.

Administration has decided to eliminate one KG section due to the lack of space and to accommodate Grade 5.

School Administration has been in discussion with the society to help the school with the purchase of portables.

School Council has been in discussion with the school administration for introducing Full Time Kindergarten as research has shown significant improvement in achieving academic excellence for schools that have Full Time Kindergarten.

Society members have looked into the options of purchasing portables costing \$300,000/ per portable. Renting a portable would be \$50,000/ year.

School Maintenance:

School Council was introduced with the various members of the society involved in the school operations.

Nabeel has been hired as a new maintenance staff for the school.
Opening Dua at 6:47 PM.

Introduction of the attendees:

Br. Akmal handles accounting for the MCC.

Br. Ashraf is an accountant of 9 Palliser schools and looks after the finances of both CIS Campuses.

Haseeb:

MCC hired br. Nabeel as a new staff for handling school maintenance in a timely manner. His office would be inside the school building.

Haseeb explained the routine procedures for maintenance related work order.

Smaller items like change of light bulbs gets checked and fixed frequently around twice a week. Such items will be dispatched to br. Nabeel.

Bigger projects such as upgrading stairwells will require a Proposal to MCC. Next step will be to get various quotes, submit them to the supervisor (Jamal). After meetings and assessments, dispatch the directives to proceed.

General work order for school related maintenance comes from the administration. A maintenance log is filed and looked at once they are completed.

Hard copy is filed at the school. Major tasks are preceded to Br. Jamal.

List of OBK Maintenance items:

- Non functioning water fountain on the 2nd Level.
- Kitchen faucet uneven flow/ pressure.
- Leaks in the Kitchen Freezer.
- Water leaks in the basement washroom
- Water leaks in the storage room on the 2nd Level.
- Water Leaks in 4 A past 5 years and various other places on the same floor.

Response from the society on the Issue of Water Fountain:

Work order for the water fountain was received. Plumbing service company – Jimples looked at it and declared it unfixable. Replacement is the only option. We have to get the quotes. Haseeb will cross reference with water fountains installed at AJ.

Freezer Fix:

School deep freezer is commercial grade and consumes a fair amount of energy/water for its upkeep and maintenance. Another cost effective option is to purchase a deep freezer from Costco. Freezer will be purchased by the Society and stored inside the existing freezer to save on space and cost.

Mansour: When to involve school council in any process?

Abdul Jalil: All information can be shared with the School Council.

Fence Project Update:

We have a couple of quotes; however, a grant was applied for from the government. The deadline to apply for this grant was in March of 2017; however, MCC applied for it before that deadline. It may take some time for us to hear a response.

Water Leaks:

Abdul Jalil: – Leaks should be fixed on an urgent note.

Stairs:

Quotation for stairs already requested from 2 vendors.

Haseeb can share quotes with School Council and keep Raiha and Abdul Jalil cced on further communication.

Nabeel works under Haseeb.

Full Day KG Cost Breakdown:

Alberta Education only funds for a half day KG Program which means parents would need to pay for the additional costs in order to run a full day program. As additional space is required to run this program, the fee will also need to incorporate costs of a portable.

Teachers Salary approximately $\$80,000/2 = \$40,000$

Teachers Assistant cost with benefits $\$25,000/2 = \$12,500$

Total: $\$55,000/18$ students = $\$3055$ additional cost for second half of the day

Current Half Day Fee: $\$1400$

Total Full Day KG fee without portable cost: $\$4455$

Portable will cost $\$50,000/\text{year}$ or $\$300,000$ to purchase

$\$50,000/18$ students = $\$2,777$ additional cost

School Council suggested that the cost of the portable be dispersed evenly amongst all students instead of just the kg full day class. Society suggested that wouldn't be an option this year as fees have already been fixed at $\$1400$. Suggestion was then made by council to defer this cost to next year fees to keep KG Full Day Program cost down.

Society is to do more research with the help of administration.

Fee Allocation:

School fees have been kept \$1400 for the School Year 2017/2018.

Breakdown of School Fees by Mohammad Ashraf:

Total revenue generated is 1.75 million for both campuses.

\$262,000 accounts for expenses which include utilities, gas, sewerage, waste disposal, building improvement accounts for both campuses.

Approximately \$139,000 is used in electricity for both campuses which is the biggest expense in this category.

System and administration running cost includes mailing service fees, postage, phone bills, professional services, audit fee, office supplies, bank fee/debit fee, fee per transaction and etc. accounts for approximately \$78,000 annually.

\$134,000 is expected for expenses such as snow removal, landscaping, Islamic text books and resources for Islamic and Arabic studies.

Professional development for Islamic and Arabic staff is \$10,000.

One of the biggest expenses is the repairs and maintenance cost which is expected to be \$308,000. Second biggest cost is the Janitorial expense which is \$87,000 for OBK campus, \$136,000 for AJ Campus totaling to about \$223,000 for both campuses.

The insurance for both buildings is \$19,000.

MCC school staff equipment's like computers, furniture etc. \$5,000.

IT expense amounts to \$11,000.

\$70,000 is paid back to Palliser for the amount collected for supplies in School Fees.

Payroll costs for staff is \$197,000 which includes wages for 1 Building Manager, 1 Accountant and 2 Support Staff at the AJ Campus.

Building depreciation cost \$140,000.

Contingency costs are \$100,000.

Transportation expenses are at a break even. Society is thinking about proposing Palliser to take over its transportation.

Technology fee of \$69,000 is waived by Palliser Schools.

All Faith based schools receive tax exemption.

\$700 fee decision made a year ago had caused MCC to be in deficit. Fee was broken down into a “donation” category for parents to have the option to claim it as tax deduction; however, the actual school fee still remains at \$1400.

School Council made statements about the lack of communication on decisions made and that we must strive to bridge that gap to help one another for the betterment of the school. Decisions are sometimes made on impulse (especially letters to parents regarding fees) and more stakeholders need to be involved. Letters have been sent out with negative connotations regarding failure to pay fees and needs to be approached in a better manner. Trust in our community needs to be rebuilt. If we work together and strive for transparency, we can better the situation.

Society acknowledged gaps in communication and will work with school council and administration to help bridge that gap. A new member, Komal has been hired by MCC who will be taking care of media and communication from MCC.

School is showing a negative balance of \$80,000 (in deficits) as of current year. Actual balance will be known by the end of August 2017.

Around \$289,000 is in outstanding balance from parents who haven't paid the school fees.

Moreover, the financial state of MCC due to the \$700 fee last year was explained by the MCC members.

MCC was at a loss of \$60,000 in the year when the school fee was \$700.

MCC paid \$650,000 that year towards various expenses and losses.

Abdul Jalil helped Horizon school in attaining franchise with the Palliser Regional Schools.

Islamic Department Professional Development:

Currently Society has a budget of \$10,000 for Islamic Professional Development.

This fund was equally distributed between both campuses as there are equal amounts of Arabic and Islamic teachers at both campuses.

\$5000 was used to send two OBK teachers to attend an ISNA Conference in Anaheim, California. School Council requested Society to double the budget for professional development of our Islamic Staff.

To keep things in perspective Palliser roughly pays around \$1000 per teacher towards its teacher's professional development.

Doubling the current budget from \$10,000 to \$20,000 will give all CIS teachers equal opportunity towards their professional development.

School Council also proposed Society to budget \$5000 for the students' field trip costs.

Society members in other Palliser schools usually cover the cost of their student's field trips.

8:58 PM Meeting Adjourned
Closing Dua

Minutes Approved by:

Principal CIS OBK
Raiha Idrees

Chairperson School Council OBK
Ahlam Sadden

Chairperson MCC
Abdul Jalil ElKadri